



Governor's Office of Storm Recovery

ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

Governor's Office of Storm Recovery (GOSR)

Job Title: Human Resources Manager
Department: Operations
Location: New York City

Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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Position Summary

GOSR seeks a Human Resources (HR) Manager, who, reporting to the Chief of Staff, will manage and handle all aspects of performance management and improvement systems; coordination with Legal and Finance units to manage contracts with temporary staffing agencies; organization development; employee on-boarding and off-boarding, development, needs, and training; and employee relations. The HR Manager is expected to lead and implement HR projects and work collaboratively with other divisions toward improved business results and high levels of employee engagement.

Responsibilities include but are not limited to:

- Manage approximately nine staffing agency contracts; ensure compliance with contract provisions; facilitate regular reporting to GOSR, and promptly resolve issues affecting GOSR staff.
- Educate all levels of staff on performance management and coach them through employee relations situations. Develop and implement training program for 200 staff at various locations (NYC, Albany, Long Island).
- Provide talent management expertise and implement workforce planning practices for the organization.
- Develop and maintain policies and procedures in line with current employment law. Ensure line managers and staff are up to date with changes to any policies.
- Streamline organizational processes related to staffing, employee relations and performance management, where possible
- Develop metrics to evaluate effectiveness of HR programs within areas of responsibility, track and report performance.
- Occasional travel required.

Qualifications

- A minimum of seven years of experience working in human resources, with at least two years of managerial experience

- Bachelor's Degree in HR or related field required, advanced degree and consulting background preferred
- Excellent interpersonal, influencing, and communication skills required. Ability to develop relationships and effectively convey information at all levels within the organization is required.
- Ability to thrive in a dynamic and fast-paced environment
- Ability to work both independently and collaboratively
- Detail oriented and exceptional analytical skills
- High proficiency in problem resolution skills, customer service and consultative skills required

If interested:

All candidates must submit a resume to gosrhrinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.